

## PQQ Guidance

For the sole provider or lead / partner provider (consortium) question of the PQQ (Section A), use the answer below if you are unsure about whether you want to tender as a sole provider or in a partnership / consortium

SECTION A. DETAILS OF YOUR ORGANISATION
<p>Please indicate are you a:</p> <p><input checked="" type="checkbox"/> <b>Sole Provider</b> <input type="checkbox"/> <b>Lead Provider</b> <input type="checkbox"/> <b>Partner/Consortia Provider</b></p> <p>Although we have checked the option for a sole provider, we wish for the opportunity to tender as a partnership / lead provider to remain open, following examination of the tender specification and identification of qualified organisations following PQQ stage.</p>
<p><b>If you are a Lead Provider, please list all your partners:</b></p> <p>Based on the above answer, we cannot give a definitive list.</p>
<p><b>If you are a Partner/Consortia Provider please indicate your Lead Provider and other partners:</b></p> <p>Based on the above answer, we cannot give a definitive list.</p>

Below is an example taken from another PQQ for a different contracting authority by a tuition support organisation. The question is similar to question A14 on the Hounslow PQQ

<p><b>Q10. Give a brief description of the organisation / company's business.</b></p> <p>Scholars provide educational and mentoring services to young people. It supports the provision of quality training for tuition of primary and secondary schools National GCSE subjects and leads beneficiaries to higher education and opportunities to develop their career plan. We also provide one-to-one support to deal with individual social aspects of learning.</p>
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The answer here can be made more concise. It does not mention age range of the young people it supports or gender, nor does it mention which segment of the community it supports, whether it is BME, refugee, children from single parent families and so on.

A better answer can be -

Tuition Scholars provide educational and mentoring support to young people and children, both male and female through

- provision for primary and secondary school pupils aged 5 to 16 from Black Minority Ethnic and Refugee (BMER) communities and single parent families
- focused teaching at GCSE level, including Maths, English, Science and IT
- drop-in and appointment sessions for advice to young people in advancement to further / higher education and exploring their career prospects
- one-to-one support around an individuals learning skills and their learning environment, including influences of family & friends and school.

## H. ENVIRONMENTAL POLICIES AND SUSTAINABILITY

<b>H1</b>	Would your organisation be willing to work with the Council to further protect and improve the environment?	<b>H1</b> Yes. We will be examining the Council's current policy and look to see which areas we can develop for our own organisation.
<b>H2</b>	Does your organisation have an environmental policy?	<b>H2</b> No. We are working towards forming a policy and will be aiming to implement an environmental policy before award of contract stage.
<b>H3</b>	If yes, what action has your organisation taken to implement your environmental policy?	<b>H3</b>
<b>H4.</b>	Please give details of any practical measures your organisation has taken in the last three years to improve the environment, reduce consumption of fuel and other natural resources or reduce pollution.	<b>H4</b>
<b>H5.</b>	Has your organisation adopted an Environmental Management System?	<b>H5</b> No. We are working towards adopting the Environmental Management System (EMS) as detailed on the Business Link website – <a href="http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1079422683">http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1079422683</a>
<b>H6.</b>	The successful tenderer will be expected to ensure a process is in place to support sustainability, minimise wastage and reduce any environmental impact. Please give details on how you will help us to achieve this.	<b>H6</b> We will use the EMS as mentioned in the answer for H5.